

POLICY PAPER 16

CSEPP MODIFIED EXERCISE SCHEDULE

The Exercise Integrated Process Team (IPT) has recommended and this Policy Paper implements the "**Twelve Month Modified Exercise Schedule**" Concept. The IPT considered various iterations of a 12, 15, 18, and 24 month exercise schedule and concluded this Twelve Month Modified Concept offered the best flexibility to meet program goals.

1. The **Twelve Month Modified Exercise Schedule** maintains the requirement that all CSEPP jurisdictions exercise annually. Under this concept, a Federally Managed Exercise (FME) which demonstrates a community's full capability will be scheduled every other year. During the alternate year, the scope of the exercise may range from a community managed and evaluated exercise to a federally managed and evaluated exercise, as determined by the community exercise planning team (FEMA Regions, State(s), Counties, and Installations) within the indicated provisions. Therefore, this concept allows a community to choose, during the alternate year, an exercise tailored to their needs or a Federally Managed Exercise, i.e., a Federally Managed Exercise every year. The required Federally Managed Exercise will be scheduled for four of the eight CSEPP communities per fiscal year, while the other communities conduct an Alternate Year Exercise (AYE).

2. States and Counties may demonstrate objectives for CSEPP exercise credit at other times, i.e., during quarterly CAIRAs, REP exercises, actual events or other exercises, as approved by the FEMA Exercise Co-Director. This will be documented in the annual CSEPP Exercise Report.

3. A detailed description of this concept follows:

A. Federally Managed Exercises (Full Capability) (FME)

(1). A mandatory federally evaluated readiness assessment of a community's full capabilities as driven by a scenario and related events that allows for realistic participant response.

(2). The community exercise planning team, under the lead of the Army and FEMA Co-Directors, will be responsible for overseeing exercise planning and conduct.

(3). The Army and FEMA Co-Directors will be responsible for exercise evaluation and the generation of the exercise report.

(4). States and counties may demonstrate objectives for CSEPP exercise credit at other times (i.e., during quarterly

CAIRAs, REP exercises, actual events, or other exercises) in accordance with established FEMA policy and as approved by the FEMA Exercise Co-Director. This will be documented in the annual CSEPP Exercise Report.

B. Alternate Year Exercise (AYE)

(1). An exercise to be used by a community to:

- Train,
- Test EOPs/SOPs,
- Evaluate procedures for new equipment or resources,
- Validate corrections to outstanding Findings, and/or
- Address other issues.

Participation in the Alternate Year Exercise will include all CSEPP jurisdictions.

Because Army installations exercise "full-up" every year, scheduling must accommodate the Army's Immediate Response Force Exercise (IRFX) cycle.

A community may request varying levels of federal support and/or management for their Alternate Year Exercise, as determined by the community exercise planning team. Depending upon the level of federal support requested, either the State ETO or a FEMA region representative will be designated the off-post exercise co-director.

The Exercise Support Contract is a Federal contract thus requiring Federal oversight. For both the Federally Managed and Alternate Year Exercises, the FEMA Region representative on the Exercise Planning Team is responsible for consolidating contractor support needs (Army and offpost), forwarding these to FEMA Headquarters, and for providing technical direction to the contractor. The Exercise Task Order for each Exercise will be issued by FEMA Headquarters.

(2). The level of support desired must be identified no later than the March of the preceding fiscal year. The community members will prepare a budget to support the respective community's components of the Alternate Year Exercise. Some of the funds which would have been used for a full federal exercise may be used to fund the Alternate Year Exercise. Community budget requests must be submitted no later than the deadline set for county budget submissions for the fiscal year.

(3). The community exercise planning team, under the lead of the Army installation exercise coordinator and the State ETO or FEMA Co-Director, as appropriate, will be responsible for exercise planning and conduct.

(4). The Army Co-Director and State ETO or FEMA Co-Director, as appropriate, will be responsible for exercise evaluation and the issuance of an exercise report.

(5). State ETO(s), in coordination with each jurisdiction, may prepare a capstone annual report of accomplishments including annual exercise results and other demonstrations.

4. The CSEPP community will be required to demonstrate all applicable CSEPP exercise objectives during the Federally Managed Exercise. The Federally Managed Exercise requirement for demonstration of all CSEPP exercise objectives applies to the community as a whole, not to individual jurisdictions.

5. The Alternate Year Exercises afford greater flexibility in exercising and training responders by the CSEPP communities. The Alternate Year Exercise enables the community to incorporate local innovations or exercise design features targeted to their needs. The community may use CSEPP exercise objectives or may develop and use their own objectives.

6. Changes to the CSEPP Exercise Document will be made to incorporate these changes.

7. Implementation Plan:

A. Scheduling rules:

(1). The required federally managed exercises have been tentatively scheduled for fiscal years 1999 and 2000 and will be carried to the end of demilitarization. In each year, the Federally Managed Exercises have priority in scheduling.

(2). Dates for the Alternate Year Exercise (community managed) will be scheduled so as not to conflict with the required Federally Managed Exercises.

(3). There will be a minimum of three weeks between exercises.

(4). Communities provide a primary and two alternate dates for their Alternate Year Exercise to their State ETOs.

(5). State ETOs, after consultation with their planning teams, will provide their exercise date requests to their representative on the Exercise IPT. The Exercise IPT will develop and recommend a schedule to the Army and FEMA management for approval. Dates are due by March 1 of the preceding fiscal year (e.g., March 1, 1998 for fiscal year 1999).

(6). If a schedule cannot be established using dates provided by the community, the Exercise IPT will contact the

appropriate communities to seek resolution the issue. The IPT will then make their recommendation to the Army and FEMA, who are responsible for making the final decision.

8. An exercise schedule will be developed and published each year showing Federally Managed Exercises and Alternate Year Exercises for the following two years. This is the general FME schedule the communities will follow:

Odd Years:

Blue Grass
Pueblo
Aberdeen
Umatilla

Even Years:

Pine Bluff
Anniston
Newport
Deseret

See attachment 1 for FY 1999 and 2000 exercise schedules.

The rationale for this schedule is:

- Four Federally Managed Exercises (full capability) per year.
- Federally Managed Exercises (full capability) for communities served by the same FEMA Region are split between the two years.

9. Definitions:

Community:

A CSEPP community is comprised of the Army installations, and participating local jurisdictions, counties (IRZ, PAZ, Host) and States that are immediately impacted by the chemical weapons stockpile.

Demonstration:

Showing a response capability by conducting the actual operation, or by conducting a reduced operation which still allows full capability to be observed (e.g., by notifying the crew and displaying available equipment), as identified in a negotiated extent-of-play agreement.

Exercise Planning Team:

An exercise community planning team is comprised of

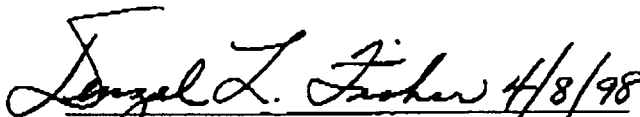
representatives from the Army installation, local jurisdiction, counties, State(s), FEMA Region, and other participating organizations, as appropriate.

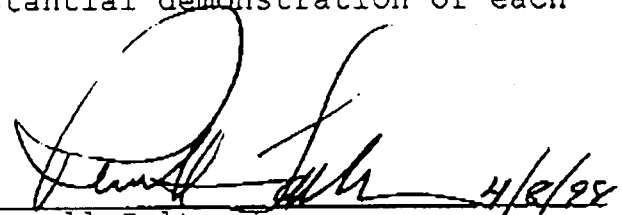
Extent-of-Play Agreement:

The specific written commitment, which becomes a *de facto* contract between appropriate elements of the CSEPP community and the exercise co-directors, defining participation in the exercise to a degree which demonstrates its capability to respond to a chemical accident or incident and to achieve the goals of the exercise.

Full Capability:

A demonstration by a community of their current plans, procedures and capabilities, as driven by the incident scenario and in accordance with the negotiated extent-of-play agreement, and assessed by observation and evaluation of exercise play using the applicable evaluation elements from the objectives. This would occur every two years during the federally evaluated exercise. Demonstration of full capability during an exercise should be viewed from a perspective whereby all objectives are intended to be demonstrated by the community as a whole. The scenario, in this case, would be developed by examining all foreseeable response actions identified in the extent-of-play agreement and prearranging for a substantial demonstration of each response function.


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